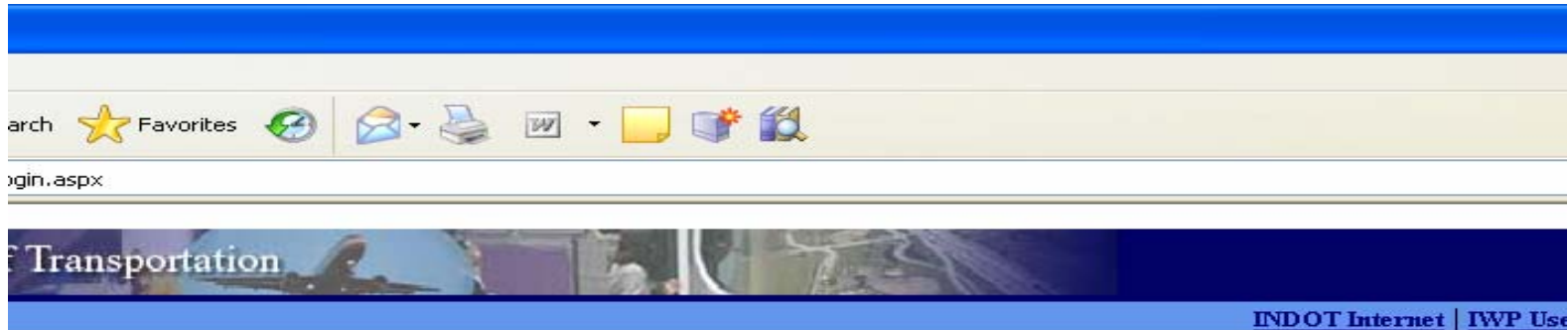


INDOT Web Portal – New Company Enrollment and Association Cities and Counties

Step 1 Enroll a new city or county

To enroll a new city or county in the INDOT Web Portal, follow the steps below:

1. Go to <https://netservices.indot.in.gov/iwp/login/login.aspx>
2. Click on [Complete an organization enrollment form](#)



For external users this portal serves the following business processes: Design Submittal, Federal Aid Application, Prequalification of Consultants, Letters of Interest for Design RFP's, Real Estate Document Management, Geotechnical Engineering Document Management, and Subcontractor Payment Tracking.

INDOT Web Portal Login	
Currently Supported Browser: IE 6.0	
Please enter your User ID:	
User ID :	<input type="text"/>
<input type="button" value="LOGIN"/>	
Do you need to apply for a user account? >>> Complete a user enrollment form	
Do you need to enroll a new organization? >>> Complete an organization enrollment form	
If you have any questions or comments regarding this web application, please contact the INDOT HELP DESK	

3. From the 'Organization Type', select City, County or Town and fill out the remaining information.

Company Enrollment - Microsoft Internet Explorer

Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Mail Print Word PDF Help

https://netservices.indot.in.gov/iwp/login/CompanyEnroll.aspx

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Organization Information

* Organization Name:

* Organization Type:

* Main Organization Address:

* Zip Code:

* Federal Tax Id:

Organization Owner Information

* Organization Owner First Name:

* Organization Owner Last Name:

* Organization Owner Email:

Organization Owner Phone: Ex.

* Number:

* Organization Owner Title:

Organization Fax Number:

**If you have any questions or comments regarding this web application,
please contact the [INDOT HELP DESK](#)**

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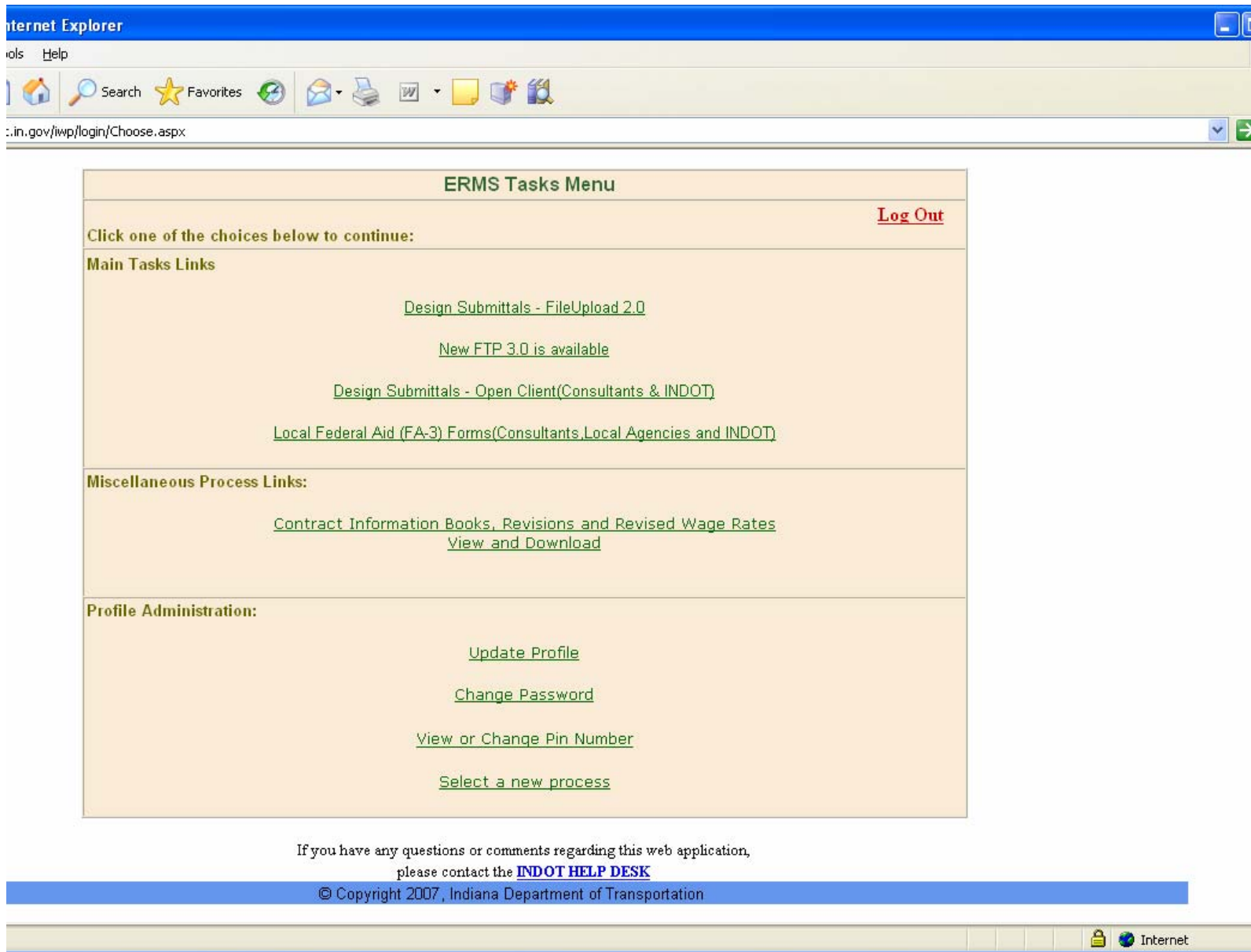
4. You should see a confirmation screen indicating you will receive a user ID and password via email within 24-48 hours.

Step 2 Associate with a city or county

After the county or city contact person receives the email, other users* can associate themselves with the county or city by following the steps below.

* If there is not an existing user ID, please step 3 for New User Enrollments.

1. Log in to the INDOT Web Portal at <https://netservices.indot.in.gov/iwp/login/login.aspx>
2. Click on 'Update Profile'.



The screenshot shows an Internet Explorer browser window displaying the INDOT Web Portal. The address bar shows the URL <https://netservices.indot.in.gov/iwp/login/Choose.aspx>. The main content area is titled "ERMS Tasks Menu" and contains a "Log Out" link in the top right corner. Below the title, it says "Click one of the choices below to continue:". The menu is organized into three sections: "Main Tasks Links", "Miscellaneous Process Links:", and "Profile Administration:". The "Main Tasks Links" section includes links for "Design Submittals - FileUpload 2.0", "New FTP 3.0 is available", "Design Submittals - Open Client(Consultants & INDOT)", and "Local Federal Aid (FA-3) Forms(Consultants,Local Agencies and INDOT)". The "Miscellaneous Process Links:" section includes a link for "Contract Information Books, Revisions and Revised Wage Rates View and Download". The "Profile Administration:" section includes links for "Update Profile", "Change Password", "View or Change Pin Number", and "Select a new process". At the bottom of the page, there is a footer with the text "If you have any questions or comments regarding this web application, please contact the [INDOT HELP DESK](#)" and "© Copyright 2007, Indiana Department of Transportation".

3. In the Associated Organizations section, choose the county or city from the 'Available Organizations' drop-down list, then click the 'select' button.

Maintenance - Microsoft Internet Explorer

avorites Tools Help



services.indot.in.gov/iwp/login/UserInformation.aspx

4 - Design Submittals - Open Client(Consultants & INDOT)	CONSULTANTS
68 - Local Federal Aid (FA-3) Forms(Consultants,Local Agencies and INDOT)	FA DOC
87 - Design Submittals - FileUpload 2.0	N/A

Associated Organizations

Available Organizations:

40th Parallel Surveying, LLC
A & F Engineering Co., LLC
A & Z Engineering, LLC
A&H Surveying, Inc.
A.S.K. Services, Inc.
ABC Company
Abonmarche Consultants of Indiana L.L.C.
Absolute Title Services, LLC
ABt SRBI
Access Valuation, LLC
Accidental Discoveries, LLC
Accu-Air Surveys, Inc.
Accurate Group, Inc.
ACTION TITLE & ESCROW LLC
Active Environmental Services, Inc.
Adams County Engineer
Advance Concrete products Co
Advanced Appraisals, LLC
Advanced Engineering Consultants, Ltd.
ADVANTAGE APPRAISAL SERVICES
AECOM Technical Services, Inc.
AECOM USA, Inc.
AECON, Inc.
Aerial Services Inc.
AERO-METRIC, INC.
AEROCON Photogrammetric Services, Inc.
Aerotek
AGI International Inc.

Auburn
Edwards and Kelcey

Remove

Selected Organizations:

Answer: GREENWOOD

Answer: REDS

Answer: TERRE TOWN

Answer: BIBLE

Answer: ROSEDALE

Answer: TERRE HAUTE

4. Click 'update' to complete the request.

An email will be sent to the contact person for the county or city requesting approval for the user to associate with the county or city. The association is not complete until the county or city approves the request.

Step 3 Enroll as a new user.

If one does not have an INDOT Web Portal user ID, he must complete a new user enrollment. Follow the steps below to enroll for a new user ID.

1. Go to <https://netservices.indot.in.gov/iwp/login/login.aspx>
2. Click on [Complete a user enrollment form](#)

arch Favorites

login.aspx

Transportation

[INDOT Internet](#) | [IWP Use](#)

For external users this portal serves the following business processes: Design Submittal, Federal Aid Application, Prequalification of Consultants, Letters of Interest for Design RFP's, Real Estate Document Management, Geotechnical Engineering Document Management, and Subcontractor Payment Tracking.

INDOT Web Portal Login

Currently Supported Browser: IE 6.0

Please enter your User ID:

User ID :

LOGIN ►

Do you need to apply for a user account? ►► [Complete a user enrollment form](#)

Do you need to enroll a new organization? ►► [Complete an organization enrollment form](#)

If you have any questions or comments regarding this web application, please contact the [INDOT HELP DESK](#)

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3. Select the type of user from the drop-down list.

The screenshot shows a web browser window titled "IWP - New User Enrollment - Microsoft Internet Explorer". The address bar displays "https://hetservices.indot.in.gov/iwp/login/Enrollform.aspx". The page header features the "Indiana Department of Transportation" logo and navigation links: "INDOT Internet", "IWP User Manual", "ERMS User Manuals", and "Help".

The main content area is titled "INDOT Web Portal Enrollment Form". It contains the following sections:

- Please read the following instructions before continuing.**
 - (*) All fields with a star are required in order to be considered for access to the INDOT Web Portal.
 - Once your application has been submitted, it will be reviewed by INDOT and any applicable organization owners. Within two (2) working days you should receive an email notification as to whether your enrollment has been accepted or denied along with further instructions.
 - Please see the IWP user manual for the explanation of user types. The manual is available via the User Manuals link in the upper right corner of this screen.
- General Information**
 - * Type of User: A dropdown menu is open, showing the following options:
 - Consultant
 - INDOT Employee
 - Local Agency Employee
 - State Employee
 - Vendor

The browser's status bar at the bottom shows "Done" and "Internet".

4. Check 'no' for the prequalification answer.

Prequal Information'."/>

IWP - New User Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Window New Tab Go

Address <https://hetservices.indot.in.gov/iwp/login/Enrollform.aspx>

Indiana Department of Transportation

[INDOT Internet](#) | [IWP User Manual](#) | [ERMS User Manuals](#) | [Help](#)

Firms who perform Engineering and Architectural and associated services, and firms performing work listed in the INDOT Prequalification Manual, must be prequalified.

If you are already prequalified or need to become prequalified, click 'Yes'. If not, please click 'No'.

☐ Yes ☒ No

If you require more information about prequalification please go here and scroll down to the 'Prequalification' section: [Prequal Information](#)

5. Choose the county or city from the 'Available Organizations drop-down list, then click the 'select' button. Then, click 'continue'.

IWP - New User Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Window New Tab Go

Address <https://hetservices.indot.in.gov/iwp/login/Enrollform.aspx>

Indiana Department of Transportation

[INDOT Internet](#) | [IWP User Manual](#) | [ERMS User Manuals](#) | [Help](#)

INDOT Web Portal Enrollment Form

General Information

* Type of User

Available Organizations:

View Details Select

Selected Organizations:

If your organization is not present please:

* Your organization of employment

* Zip, City, State

* Address

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6. Complete the Enrollment Form, and then click 'continue'.

The screenshot shows a web browser window titled "IWP - New User Enrollment - Microsoft Internet Explorer". The address bar displays "https://hetservices.indot.in.gov/iwp/login/Enrollform.aspx". The page header features the Indiana Department of Transportation logo and navigation links: "INDOT Internet", "IWP User Manual", "ERMS User Manuals", and "Help".

The main content area is titled "INDOT Web Portal Enrollment Form" and contains a "User Information" section with the following fields:

- * First Name:
- * Last Name:
- * Title:
- * Phone: Ex.
- Fax Number:
- * Email Address:
- * Email Confirm:
- * Your Password:
- * Confirm your Password:

At the bottom of the form are "Back" and "Continue" buttons. Below the buttons, a note states: "If you have any questions or comments regarding this web application, please contact the [INDOT HELP DESK](#)".

The footer of the page reads: "© Copyright 2007, Indiana Department of Transportation".

4. An email containing the new user name and password will be sent within 24-48 hours.